

Section 18. Town ~~Manager~~ Administrator

(a)

The ~~Mayor and~~ -Town Council of the Town of Milton shall hire a Town ~~Manager~~Administrator (who shall also or alternatively hold the title of Town ~~Manager or Town Clerk-Administrator~~) who shall have such duties as described by ~~this~~ Town Charter. Further, the ~~Mayor and~~ Town Council may contract with the Town ~~Manager~~Administrator for a fixed term contract they shall find appropriate, which may be renewed by simple majority vote of the ~~Mayor and~~ Town Council.

(b)

The ~~Mayor and~~ Town Council ~~of the Town of Milton~~ shall impose qualifications for the Town ~~Manager~~Administrator as may be deemed necessary; however, no person holding the office of Mayor or Town Council member shall hold the position of Town ~~Manager~~Administrator during his/her term of office.

(c)

The Town ~~Manager~~Administrator shall hold office for the fixed period of time stated in his/her contract, if one exists as approved by a simple majority vote of the Mayor and Town Council. If no contract exists the Town ~~Manager~~Administrator shall be considered an "at will employee" and serve at the discretion of the Mayor and Town Council.

(d)

In the case of absence or disability of the Town ~~Manager~~Administrator, the ~~Mayor and~~ Town Council may designate a qualified person who may be awarded a short term contract to perform the duties of such office during his or her absence or disability.

(e)

The compensation which the Town ~~Manager~~Administrator shall receive for the performance of his or her duties shall be determined by the terms of his/her contract or shall be fixed by the ~~Mayor and~~ Town Council ~~of the Town of Milton~~ as approved by a simple majority vote of the Mayor and Town Council.

(f)

The Town ~~Manager~~Administrator shall be responsible to the Mayor and Town Council of the Town of Milton for the proper administration of the affairs of the Town placed in his/her charge. It is the intention of this Charter that, in the performance of his/her duties, and in the exercise of his/her powers, the Town ~~Manager~~Administrator shall not be influenced by any matters whatsoever of a political or ~~f~~ractional nature. It is the intention of this Charter that the Town ~~Manager~~Administrator shall be guided solely by the best and most appropriate interests of the Town and its taxpayers, and to achieve efficiencies in the administration of the affairs of the Town placed in his/her charge. Except for purpose of inquiry, the ~~Mayor and~~ Town Council shall deal with that portion of the administrative service for which the Town ~~Manager~~Administrator is responsible, solely through the Town ~~Manager~~Administrator.

(g)

It shall be the duty of the Town ~~Manager~~Administrator to supervise the administration of the affairs of the Town under his/her charge and to make such reports to the ~~Mayor and~~ Town Council as are required by the ~~Mayor and~~ Town Council. He/she shall make such

recommendations to the Mayor and Town Council concerning the affairs of the Town as may seem to him/her desirable. He/she shall keep the Treasurer and the Mayor and Town Council advised of the financial condition and future needs of the Town. He/she shall render to the Town Council, at the regular monthly meeting of each and every month a true, accurate and detailed account of all the monies collected or received by him/her or his/her staff in the performance of their duties and shall provide this report to the Treasurer of the Town Council.

(h)

The Town ManagerAdministrator shall have all of the authority and responsibility enumerated in this Charter.

(i)

In addition, the Town Manager's responsibilities shall include:

(1)

Maintaining the administrative organization of the Town to ensure efficiency of operation;

(2)

Overseeing the accounting of all monies of the Town;

(3)

Making monthly reports to the Mayor and Town Council pertaining to financial status of the Town;

(4)

Annually preparing a proposed budget and work program for the Town;

(5)

Preparing an annual report of the previous year's activities for presentation to the Mayor and Town Council and the citizens of Milton;

(6)

Appointing with advice and consent of the Mayor and Town Council, all department heads of the municipal staff and supervising their performance on a day to day basis;

(7)

Acting as personnel officer for the Town, including hiring, evaluating, promoting, and disciplining employees and establishing procedures for others to follow in such matters;

(8)

Recommending an annual salary schedule for the Town's employees for Mayor and Town Council's consideration;

(9)

Identifying services and policy needs of the Town and bringing them to the attention of the Mayor and Town Council with recommendations for action in writing;

(10)

Maintaining a sound public information process in the Town with its citizens and the press, and other federal, state, and local governments;

(11)

Coordinating departmental activities and setting obtainable goals for all municipal departments;

(12)

Acting as purchasing agents for all municipal departments and overseeing the bid process on major purchases, adhering to all rules for contracting and purchasing as set forth in this Charter;

(13)

Maintaining contact with the public, and considering suggestions, complaints, and information requests;

(14)

Carrying out the directives of the Mayor and Town Council;

(15)

Attending all meetings of the Mayor and Town Council, preparing their agendas, providing supporting documents, and information pertinent to the agenda items;

(16)

Attending various meetings on behalf of the Town;

(17)

Preparing federal, and state, and private sector grant requests and administering grant proposals, enforcing municipal and state codes, interacting with numerous municipal Boards, Commissions and Committees as needed; and

(18)

Performing related work as required.

Section 19. ~~Town Clerk Deputy Administrator~~

(a)

The Town ~~Manager Administrator~~ of The Town of Milton ~~shall with simple majority approval of the Mayor and Town Council~~ hire a ~~Town Clerk Deputy Administrator~~ who shall have such duties as shall be prescribed by the Town ~~Manager Administrator~~. Further, the ~~Mayor and~~ Town Council may contract with the ~~Town Clerk Deputy Administrator~~ for a fixed term contract they shall find appropriate, which may be renewed by simple majority vote of the ~~Mayor and~~ Town Council.

(b)

The ~~Mayor and~~ Town Council ~~of The Town of Milton~~ shall impose such qualifications for ~~Town Clerk Deputy Administrator~~ as may be deemed necessary; however no person holding the office of Mayor or Town Council member shall be chosen to be the ~~Town Clerk Deputy Administrator~~ during his/her term of office as Mayor or Council member.

(c)

In case of the absence or disability of the ~~Town Clerk Deputy Administrator~~, the Town ~~Manager Administrator~~ may designate some qualified person who may not be an elected official of the Town of Milton.

(d)

The compensation which The ~~Town Clerk~~Deputy Administrator shall receive for the performance of his/her duties shall be fixed by the Town ~~Manager~~Administrator of the Town of Milton in consultation with the Mayor and Town Council.

(e)

The ~~Town Clerk~~Deputy Administrator shall be responsible to the Town ~~Manager~~Administrator for the proper administration of the affairs of the Town placed in his/her charge by the Town ~~Manager~~Administrator.

(f)

It is the intention of this Charter that, in the performance of his/her duties, and in the exercise of his/her powers, the ~~Town Clerk~~Deputy Administrator shall not be influenced by any matters whatsoever of a political or fractional nature. It is the intention of this Charter that the ~~Town Clerk~~Deputy Administrator shall be guided solely by the matters and requirements of the Town ~~Manager~~Administrator, in service to the town taxpayers and to achieve efficiency in the administration of the affairs of the Town placed in his/her charge. Except for purpose of inquiry, the Mayor and Town Council shall deal with that portion of the administrative service for which the ~~Town Clerk~~Deputy Administrator is responsible through the Town ~~Manager~~Administrator.

(g)

It shall be the duty of the ~~Town Clerk~~Deputy Administrator to supervise the administration of the affairs of the Town under his/her charge and to prepare such reports to the Mayor Town Council as are required by the Town Council and/or Town ~~Manager~~Administrator. He/she shall make such recommendations to the Town ~~Manager~~Administrator concerning the affairs of the Town as may seem to him/her desirable. He/she shall keep the Town ~~Manager~~Administrator advised of these matters, and of the financial condition and future needs of the Town.

(h)

The ~~Town Clerk~~Deputy Administrator and such other officers of the Town, as may be designated by vote of the Town Council, shall be entitled to seats in the meetings of the Town Council, but shall not vote therein.